

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 6, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (joined via teleconference), Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: One subscriber present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add "Follow Up with Hanson Excavation" to Ongoing Business. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the January 16, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted three corrections to the original draft in the packet. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted that future projects will necessitate switch from Small Water System Management Plan
- Commissioner Swart asked Commissioner Birgh if the actual number of lots within the District's boundaries are known; Commissioner Birgh directed GM to follow up with HPMA office
- Commissioner Swart reported on WA HB1690 regarding assessing needs of water & sewer systems to identify needed upgrades and means of funding
- Commissioner Swart suggested following up with Mason County Dept. of Emergency Management regarding the District being recognized as a provider of essential water to District residents during a declared emergency
- Commissioner Swart registered for a 3/26/25 RCAC webinar, "Lead & Copper Rule Update"
- Commissioner Swart reported on topics addressed at the 1/27/25 WASWD Board meeting

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-07 in the amount of \$36,466.40 was presented. *Commissioner Birgh moved to approve voucher 2025-07 in the amount of \$36,466.40. Commissioner Swart seconded.*
- Bills to Be Reviewed:
 - Voucher 2025-05: PM presented for review
 - Voucher 2025-06: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District

BUSINESS:

Discuss Strategic Plan, GM Proposals/Discussion/Determining Path to Completion: Commissioners tabled due to time

Discuss Developing a Public Records Act-compliant Policy regarding Outgoing Commissioners: Commissioners tabled due to time

Discuss Test Pump of Well #3, Review DOH Requirements for Water System Plan: GM will research and contact DOH for further information

Discuss 2026 Board Vacancy Advertising Ahead of May 2025 Filing Deadline: Commissioners & GM discussed

Identify Existing Cap on GM Spending for Emergent Work by a Contractor without Board Approval: Commissioners discussed and asked administrative staff to revise spending policy to set the GM's spending limit to \$10,000 for emergencies and contacting a commissioner for emergent work expected to cost more than \$10,000.

ONGOING BUSINESS:

Discuss Ecology Funding Status for WIRP: Commissioners reviewed the latest draft list published by Ecology

Discuss Status of Reservoir Hatch Repairs Quotes due by 2/14/25: GM discussed progress with Commissioners

Discuss Cross Connection Packet (Policy & Survey): Commissioners tabled, GM is still developing documents

Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer: GM has this on his task list

Discuss Status of Asset Management Plan: GM to update the plan, then discuss with Commissioner Anderson

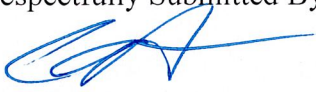
ANY OTHER BUSINESS:

Follow Up with Hanson Excavation: Commissioner Anderson requested GM follow up with Hanson Excavation regarding the submitted quote

Verify Insurance Coverage for Official Business Conducted in Non-District Vehicles: GM to reach out to Water-Sewer Risk Management Pool about policy coverage

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:00 pm.

Meeting Minutes Drafted By: [Redacted]
Respectfully Submitted By:



Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 2-20-2025